



Job Vacancy Announcement

Date Posted: December 1, 2021

Position Title: Economic Development Navigator - Bilingual (English/Spanish)

Reports to: Grant Compliance Officer

Dept/CC: Economic Community Development Agency (ECDA)

Purpose:

Identifying and engaging with the Hispanic business community and aid the ECDA in operating the U.S. Small Business Community Navigator Pilot Program. Primary responsibilities will be mapping the Hispanic business community, understanding the gaps and needs of the community and developing strategies to support Hispanic business development. Represent the City and work with the ECDA team to implement initiatives that promote and cultivate Hispanic businesses in the city.

Essential Functions:

1. Create and implement outreach strategies to identify and engage Hispanic business owners and community resource partners.
2. Encourages onboarding of Hispanic businesses into the HUUB platform and monitors activity of those businesses.
3. Assist Business Retention and Attraction Coordinator with the execution and reporting for the SBA Community Navigator Pilot Program.
4. Identify local, state, federal and non-profit resources that can assist the Hispanic business community and how they may be utilized in the city.
5. Collect data via surveys and conversation to identify the gaps and needs of the Hispanic business community.
6. Attend different community meetings or events that will cultivate relationships, promote programs or relay information about current or future economic and community development programs or events.
7. Monitor and respond to public inquiries from businesses.
8. Assist with creating marketing materials and documents in Spanish.
9. Develop outreach reports that assist with grant writing and development.
10. Ability to manage multiple projects.

Qualifications:

1. Bachelor's Degree in Business, Communications or related field.
2. Strong verbal skills to build and maintain trust with business owners, as well as community partners. Bilingual is required.
3. Knowledge of intermediate business terminology in English and Spanish.
4. Strong analytical, organizational and communication skills.
5. Moderate Microsoft Office (Word, PowerPoint, Excel, etc.) skills.
6. Ability to translate marketing materials and other necessary documents from Spanish to English and vice versa.
7. Reviews all contracts for compliance, recommends changes as approved.

HOW TO APPLY: Please send resume and cover letter to Carolyn Croswell 304 S. Indiana Ave, Kankakee, IL 60901, email ccroswell@citykankakee-il.gov, or apply online www.citykankakee-il.gov. EOE